



Soil and Water Conservation District Employee and Partner Training

August 11, 2021



SWCD and Partner Training



Link to Public Chapter 203
Senate Bill 719 House Bill 764
from the 112th General Assembly

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[https://publications.tnsosfiles.com/acts/
112/pub/pc0203.pdf](https://publications.tnsosfiles.com/acts/112/pub/pc0203.pdf)

SWCD and Partner Training Statute Revisions



SWCD and Partner Training /Workflow Process Items

- Online SWCD Supervisor Training
- <https://ttuicube.com/scd-training>
- Link is on TDA LWSS website
- Chapter 2- Financial Management should be viewed by all Board Members
- This training will be updated to reflect recent changes

SWCD and Partner Training /Workflow Process Items

Recommended Email Format

- All emails to TDA should include the SWCD name in the subject line
- All emails to TDA should include a signature block, or at least the full name of the sender.



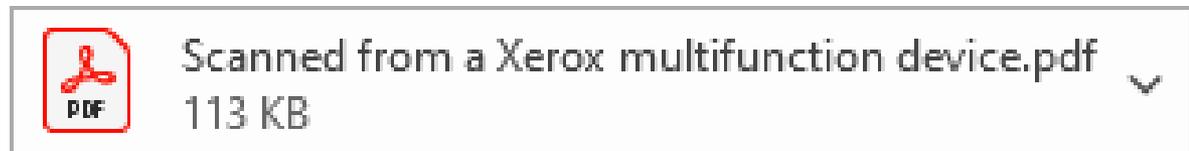
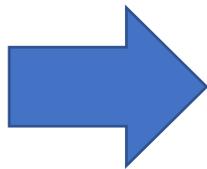
SWCD and Partner Training /Workflow Process Items

Emailed attachments to TDA

Please scan documents to your own computer, and rename them as follows:

Anderson SWCD per diem {dates}
Cumberland SWCD ContAgr {month/yr}
Bedford SWCD AgBMP {farmer name} date
Warren SWCD I/E {date}
Robertson SWCD TA {date}

Try to
Avoid
This...



SWCD and Partner Training /Workflow Process Items

- Notification of personnel changes—let TDA know ASAP.
- Notification of email changes are critical. Please notify TDA ASAP.
- Please inform your Watershed Coordinator of these changes.



SWCD and Partner Training /Workflow Process Items

Bank Accounts

NEVER close your current account before you switch accounts. Call TDA—we need to know.



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You will need to make this change with the EDISON system correctly, to avoid delays in processing reimbursements.

SWCD and Partner Training /Workflow Process Items

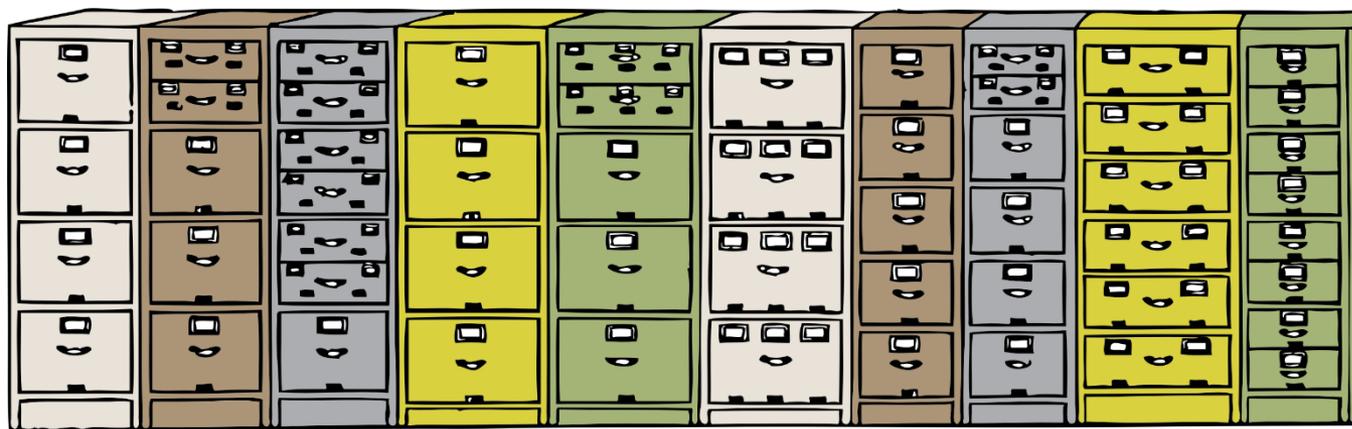
- **Per diem reimbursements**
 - Please send these in timely, and more frequently if possible.

- **Contribution Agreement Reimbursements**
 - Please send these the first week of the following month.



SWCD and Partner Training /Workflow Process Items

- **Records Retention**
- <https://sos-tn-gov-files.s3.amazonaws.com/Overview%20of%20Statewide%20April%202018%20with%20hyperlink.pdf>



SWCD and Partner Training /Workflow Process Items

- **Records Retention**
- SW06—Board and Commission Documents. Retain for 5 years, then transmit to Library and Archives for permanent storage.
- SW12 Contracts (between the SWCD and a vendor) keep for 6 years, then destroy
- SW 15 Annual Report papers- keep for 5 years, then destroy
- SW 21 Grants- keep for 5 years (after end of contract term), then destroy

SWCD and Partner Training /Workflow Process Items

New Annual Financial Report



SWCD and Partner Training /Workflow Process Items

Dates to Submit Reports Financial Report and Annual Report

- The Operational Grant Report will be incorporated into the new Annual Financial Report. Deadline will be 30 days following June 30 (the end of the state fiscal year), so July 31st each year.
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- For the SWCD Annual Report, some Districts base the report on activities from the previous Calendar Year, and others on a state fiscal year basis. Either way, the deadline for Annual Report submittal should be 90 days from the either the end of the calendar year (March 31) or from the end of the fiscal year (September 30).



SWCD and Partner Training /Workflow Process Items

Title VI Training Verification

- Each year, beginning with FY 2022, each TDA grantee will need to attest that they have received training pertaining to Title VI of the Civil Rights Act of 1964.
- This requirement applies to all Board members and staff
- An email from the District to TDA affirming that training of all staff in Title VI has been completed will provide TDA the verification needed.
- If needed, there is a link to Title VI training on the TDA website:
<https://www.tn.gov/agriculture/department/title-vi-requirements.html>
- Be sure to read carefully, and follow the instructions provided.

SWCD and Partner Training

Agenda

- Changes coming in FY 2023- Sam

SWCD and Partner Training Agenda

- Questions and Answers

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